

Policy statement on the Recruitment of ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS's Code of Practice. We undertake to treat all applicants for positions fairly and not discriminate against applicants on the basis of conviction or other information revealed.

We will provide a copy of this policy and the Code to anyone who asks to see it.

We are committed to equality of opportunity, to following safer recruitment practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of an offending background.

We actively promote the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those within the organisation who are involved in the recruitment process can identify and assess the relevance and circumstances of offences. Any concerns should be directed to the Human Resources Team.

At the time an offer of employment is made this will be conditional on the receipt of satisfactory references and a disclosure check.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Applicants will be made aware that they have applied for a position in a regulated service and as such must refer to a caution, reprimand and/or conviction when asked about their criminal record.

At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position or work concerned. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

Having a criminal record will not necessarily bar people from working with us. This will depend on the nature of the position and the circumstances and background of the offences.